

Model Forms

Model Form to Assist Parents in Filing a Complaint

A complaint process can be used when you believe a district or area education agency **violated a requirement** of Part B of the Individuals with Disabilities Education Act (IDEA). (The complaint process is not the avenue to use when you are having differences of opinion with educators, such as the type of reading program to use or the amount of support services you believe should be provided for a child.)

Identify the agency or agencies that you believe violated a requirement of Part B of the Individuals with Disabilities Education Act of 2004.

If child-specific, name and address of the residence of the child:

(If homeless, available contact information for the child, and the name of the school the child is attending)

Provide a description of the nature of the problem of the child, including facts relating to the problem.
(Use additional sheets of paper if more space is needed.)

Include a proposed resolution of the problem to the extent known and available to you:

This alleged violation occurred not more than one year prior to the date that the complaint is received by the Department of Education: ____ YES ____ NO

Organization or person filing the complaint _____

Address _____

Contact person, if organization _____

Telephone number or other method of contact _____

Send a copy of the completed form to:

1. The district;
2. The AEA, and
3. Director, Iowa Department of Education
Grimes State Office Building
Des Moines, IA 50319-0146